

Membership Balance Plan
Defense Advisory Committee on Military Personnel Testing

Agency: Department of Defense (DoD)

- 1. Authority:** The Secretary of Defense, under the provisions of the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 CFR § 102-3.50(d) (agency authority) established the Defense Advisory Committee on Military Personnel Testing (hereafter referred to as “the Committee”).
- 2. Mission/Function:** The Committee, under the provisions of FACA, shall provide independent advice and recommendations to the Secretary of Defense, through the Under Secretary of Defense for Personnel and Readiness (hereafter referred to as “the Under Secretary”), on matters relating to military personnel testing.
- 3. Points of View:** The Committee shall be comprised of not more than seven members; DoD, in selecting individual members for this advisory committee, looks for individuals who are eminent authorities in the fields of educational and psychological testing. Depending upon the matters being reviewed by the Committee the emphasis on membership criteria may vary, but, in general, DoD places emphasis on individuals with a proven track record in psychometrics.

Each member, based upon his or her individual and professional experiences, provides his or her best judgment on the matters before the Committee, and he or she does so without representing any particular point of view and in a manner that is free from conflict of interest. Committee members appointed by the Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed to serve as experts and consultants under the authority of 5 U.S.C. § 3109 and to serve as special government employees. Committee members shall be appointed on an annual basis by the Secretary of Defense.

The Committee’s membership balance is not static and the Secretary of Defense may change the membership based upon work assigned to the Committee by the Secretary of Defense, the Deputy Secretary of Defense, or the Committee’s sponsor. In addition, the Department, unless otherwise directed by an Act of Congress or Presidential directive, does not use representative members on DoD established or supported advisory committees.

- 4. Other Balance Factors:** N/A
- 5. Candidate Identification Process:** The Department of Defense, in selecting potential candidates for this advisory committee, reviews the educational and professional credentials of individuals with extensive backgrounds in the areas of psychometrics. Potential candidates are identified by the Committee’s professional staff and, in some instances, based upon discussions with other DoD officers or employees.

Once potential candidates are identified, the Committee’s Designated Federal Officer (DFO) reviews the credentials of each individual and narrows the list of candidates. During his or her review, the DFO strives to achieve a balance between the professional credentials of the individuals and the near-term subject matters that the Department anticipates will be reviewed by the advisory committee.

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After the DFO has narrowed the list of candidates and before formal nomination to the Secretary of Defense, the list of potential candidates undergoes a review by the DoD Office of the General Counsel and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements; for example, compliance with the advisory committee's charter and membership balance plan.

Following this review, the Under Secretary formally nominates the potential candidates to the Secretary of Defense for approval; pursuant to DoD policy, only the Secretary of Defense and the Deputy Secretary of Defense can invite or approve the appointment of individuals to advisory committees established or supported by the DoD.

Following the Secretary of Defense approval, the approved candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members.

Committee and subcommittee member vacancies will be filled in the same manner as described in the previous five paragraphs above.

Committee members, with the approval of the Secretary of Defense, shall be appointed to serve four-year terms of service, with annual renewals approved by the Secretary of Defense; however, no member, according to DoD policy, shall serve more than two full terms on the Committee. This same term of service limitation also applies to any DoD authorized subcommittees. Committee vacancies are filled in the same manner as described above.

- 6. Subcommittee Balance:** The Department of Defense, when necessary, and consistent with the Committee's mission and DoD policies and procedures, may establish subcommittees, task groups, or working groups deemed necessary to support the Committee. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the Committee's sponsor.

The Secretary of Defense or the Deputy Secretary of Defense shall approve the appointment of subcommittee members in the same manner as Committee appointments are made, and these individuals may come from the parent committee or new nominees, as recommended by the advisory committee's sponsor and based upon the matters under consideration, but they must be approved by the Secretary or Deputy Secretary before participating in the subcommittee's work.

As required by the Committee's charter, these subcommittees operate under the provisions of the FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b), governing Federal statutes and regulations, and governing DoD policies/procedures.

- 7. Other:** The Committee adheres to the rules and regulations issued by the Office of Government Ethics and the Administration's rules pertaining to scientific integrity and registered Federal lobbyists.
- 8. Prepared:** May 3, 2012